

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 19

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/13/2011		2. CONTRACT NO. (If any) EP-W-11-010		6. SHIP TO: a. NAME OF CONSIGNEE Cheryl R. Brown	
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave. NW MC 1804A Phone: 202-566-0940 Email: brown.cheryl@epa.gov	
				c. CITY Washington	e. ZIP CODE
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
b. COMPANY NAME				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4300 FAIR LAKES COURT				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax		e. STATE VA	f. ZIP CODE 22033		

9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT	
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13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/01/2012		16. DISCOUNT TERMS	
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## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) Sustainable Communities Building Blocks Technical Assistance in accordance with the attached Statement of Work TOPO: Kevin Nelson  Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
SEE BILLING INSTRUCTIONS ON REVERSE						\$0.00	17(i) GRAND TOTAL
						\$545,333.00	

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Jami Rodgers TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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DATE OF ORDER

CONTRACT NO.

ORDER NO.

12/13/2011

EP-W-11-010

0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 12/13/2011 to 06/01/2012</p> <p>Sustainable Communities Building Blocks Technical Assistance in accordance with the attached Statement of Work</p> <p>Estimated Cost: \$(b)(4) Fixed Fee: \$(b)(4)</p> <p>Funded Cost: \$(b)(4)* Funded Fee: \$</p> <p>*Additional funds in the amount of \$(b)(4) will be added at a later date to fully fund the cost on this order.</p> <p>Requisition No: PR-OA-11-00215, PR-OA-11-00231, PR-OA-11-00234, PR-OA-11-00236, PR-OA-11-00298, PR-OA-11-00340, PR-OA-11-00346, PR-OA-11-00400, PR-OA-11-00424, PR-OA-12-00040, PR-OSWER-11-00752</p> <p>Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C096-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C096-001 Funding Flag: Partial Funded: \$240,135.00 Accounting Info: 11-12-B-11WC-402MA4B-2505-1111W1C097-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 402MA4B Budget (BOC): 2505 DCN - Line ID: Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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12/13/2011

EP-W-11-010

0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	1111W1C097-002 Funding Flag: Partial Funded: \$4,611.80 Accounting Info: 11-12-B-11WD-402M43B-2505-1111W1C096-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WD Program (PRC): 402M43B Budget (BOC): 2505 DCN - Line ID: 1111W1C096-002 Funding Flag: Partial Funded: \$184,865.00 Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C087-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C087-001 Funding Flag: Partial Funded: \$.90 Accounting Info: 11-12-B-11WD-402M43B-2505-1111W1D005-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WD Program (PRC): 402M43B Budget (BOC): 2505 DCN - Line ID: 1111W1D005-001 Funding Flag: Partial Funded: \$10,000.00 Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C067-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C067-001 Funding Flag: Partial Funded: \$5,000.00 Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C066-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C066-002 Funding Flag: Partial Funded: \$16,365.14 Accounting Info: 11-12-B-11WC-502MA4B-2505-1111W1C076-0 01 BFY: 11 EFY: 12 Fund: B Budget Continued ...					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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DATE OF ORDER 12/13/2011	CONTRACT NO. EP-W-11-010	ORDER NO. 0007
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Org: 11WC Program (PRC): 502MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C076-001 Funding Flag: Partial Funded: \$10,887.00 Accounting Info: 11-12-B-11WC-502MG9B-2505-1111W1C106-0 02 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 502MG9B Budget (BOC): 2505 DCN - Line ID: 1111W1C106-002 Funding Flag: Partial Funded: \$17,132.00 Accounting Info: 12-13-B-11W-301MA4-2505-1211W21003-001 BFY: 12 EFY: 13 Fund: B Budget Org: 11W Program (PRC): 301MA4 Budget (BOC): 2505 DCN - Line ID: 1211W21003-001 Funding Flag: Partial Funded: \$4,368.00 Accounting Info: 11-12-B-11WC-402MA4B-2505-1111W1C098-0 01 BFY: 11 EFY: 12 Fund: B Budget Org: 11WC Program (PRC): 402MA4B Budget (BOC): 2505 DCN - Line ID: 1111W1C098-001 Funding Flag: Partial Funded: \$520.00 Accounting Info: 12-T-D1-303DD2-2505-12D1D2E008-001 BFY: 12 Fund: T Budget Org: D1 Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 12D1D2E008-001 Funding Flag: Partial Funded: \$15,600.00 Accounting Info: 12-13-B-D1-302DA1-2505-12D1D2E008-002 BFY: 12 EFY: 13 Fund: B Budget Org: D1 Program (PRC): 302DA1 Budget (BOC): 2505 DCN - Line ID: 12D1D2E008-002 Funding Flag: Partial Funded: \$19,400.00</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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## **Statement of Work**

**Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011**

**RFO Number:**

**I. TITLE: Sustainable Communities Building Blocks Technical Assistance**

**II. PERIOD OF PERFORMANCE:**

**From:** Date of award

**To:** Phase 1: Tasks 1 through part of Task 4 (date of issue – January 26, 2012)

Phase 2: Completion of Task 4 and Task 5 (January 27, 2012 – June 1, 2012)

**III. BACKGROUND:** This Statement of Work (SOW) will provide contractor support to Environmental Protection Agency (EPA) as it continues the expansion of its Building Blocks for Sustainable Communities initiative. The program, launched in March of 2011, is a critical element of the EPA Office of Sustainable Communities' (OSC) efforts to transform its technical assistance work. This effort will build on the lessons learned from the first round of Building Blocks assistance, as well as EPA's experiences working with communities through other efforts. In particular, the Smart Growth Implementation Assistance (SGIA) program has helped inform the previous work of EPA's Smart Growth Program, and produced a number of tools and publications that are particularly useful in planning for sustainability at the local level.

Beginning in 2005, EPA began to provide direct technical assistance to communities through the SGIA program. The program is premised on three core goals: 1) to help communities overcome barriers to implementing smart growth approaches, 2) to inform and educate EPA about innovative responses to cutting-edge challenges that could be replicated throughout the country, and 3) to support implementation of a catalytic project or example in a particular geographic region.

Recently, the demand for SGIA and smart growth technical assistance (TA) has grown rapidly. This year, EPA received 158 applications for SGIA, up from 104 in 2009 and 67 in 2008. EPA is only able to select 3 to 4 applications each year, largely because one of the primary purposes of this program is to tackle difficult policy issues. Yet the large number of applications clearly demonstrates a strong demand for assistance with implementing smart growth approaches. Moreover, analysis of these applications indicates that many communities face common barriers to implementation of solutions that are already widely available.

Through SGIA, EPA has observed that many communities share similar barriers to smart growth implementation. For example, many express a lack of clarity on how to “fix” their codes, ordinances, and policies to be more supportive of smart growth approaches, or lack the tools to identify and /or “make the case” for solutions that will produce the best combination of economic, environmental, and quality of life benefits. While the catalytic issue may vary by community (e.g., water quality, traffic, redevelopment of abandoned property or underutilized land), EPA has found that many communities struggle to either identify the effective changes in their policy or regulatory frameworks, or implement changes they’ve already identified. Many also wrestle with how to educate local residents, decision-makers, or staff to build and sustain the political consensus needed for change.

This SOW seeks to continue EPA’s expanded support for communities looking to identify and implement their own building blocks for smart growth. It will do so by expanding and refining technical assistance tools that can be quickly adapted to a particular community context, delivered in a one or two day site visit, with a brief follow up memo presenting options for next steps. EPA expects this task will provide assistance to roughly 30 communities, at least 4 of which will be in rural locations, and at least 8 will include disadvantaged communities.

In 2011, OSC worked with a team of consultants with expertise spanning a wide range of smart growth issues to develop and deliver eight tools: 1) Linking Land Use and Water Quality, 2) Identifying Preferred Growth Areas, 3) Sustainable Design and Development, 4) Rural and Small Town Zoning Codes, 5) Sustainable Land Use Code Audit, 6) Development for Economic and Fiscal Health, 7) Complete Streets, and 8) Walkability Audits. The first three tools were based initially on a specific EPA publication on each subject. Tools 4 – 8 were based on subjects that were already the focus of engagement between national experts and communities. Additionally, we solicited letters of interest for three additional tools that fall into this latter category: Parking Audits, Climate Change Action Plans and Commuter Benefits Strategies. However, due to time and resource constraints, we decided not to proceed with tool development and delivery in these three areas.

**IV. PURPOSE AND OBJECTIVE:** Under this SOW, EPA will focus on working with another round of communities (30) that will receive assistance through a tool that falls into one of three categories:

- Category 1 Tools: Tools that need to be developed;
- Category 2 Tools: Existing tools needing significant revision; and
- Category 3 Tools: Existing tools needing minor revision;

Across each of these categories, EPA has two primary objectives. The first objective is to develop a tool in its final form in a format that can be used in wide distribution (e.g., PowerPoint-based podcast or webinar environment including notes and resources to assist users implement the tool). These mature tools will be tested through site visit and feedback loops with communities and EPA staff. The second objective is to provide direct, targeted information to each of the communities served based on the tool delivered. EPA will supply to the Contractor each of the

tools that are currently in draft form as well as source materials for new tools being developed under this task order.

For the purpose of this SOW, a *tool is defined as a body of materials that could include an agenda, presentations, and/or exercises, formatted in a manner so that a group can have a facilitated discussion around a series of inputs and outputs. Ideally, a tool shall have some process or mechanism by which data or information is analyzed resulting in an output of potential next steps for policy change. A tool is not just a series of presentations, but rather an action oriented process.*

The selection of communities will also differ slightly from the previous round of Building Blocks assistance. Under the previous round, EPA drew from two sources. First, a few previously unsuccessful 2010 SGIA applicants were selected based on having a strong overall proposal that was related to one of three tools to be developed from EPA publications for the Building Blocks program— Linking Land Use and Water Quality, Sustainable Design and Development, and Identifying Preferred Growth Areas. Second, five other tools were delivered to communities selected from a pool of applicants that had specifically requested assistance with the particular tool through a call for letters of interest published in March 2011. Under this task order, communities will be selected from either the existing pool of letters requesting assistance with specific building blocks tools, or from a new solicitation from communities interested in the Round 2 set of tools identified below.

The purpose of delivering these tools is to (1) stimulate a dialogue about growth and development, (2) strengthen local capacity to implement smart growth approaches, and (3) provide suggestions on how to change local policies and procedures to implement sustainable community approaches. Each tool will be delivered in several communities to either develop or refine the delivery mechanism, thereby offering an effective means for delivering technical assistance to considerably more communities on a larger scale.

This SOW will focus on the following components:

- (1) Propose an approach to delivering assistance by educating and engaging key stakeholders through mechanisms with demonstrated results that have been used in a number of community settings;
- (2) Delivering technical assistance to a total of 30 communities;
- (3) Summarize and analyze overall effectiveness – develop a “lessons learned” memo for EPA after at the conclusion of the effort; and
- (4) Prepare the final tool materials for Internet posting.

As a result of this task order, EPA will be able to assist a larger number of communities through the creation of the building blocks necessary to tackle complex smart growth implementation



issues. The implementation of these tools can help deliver the following environmental and community outcomes:

- expanded housing and transportation choices among households, particularly those earning below area median income;
- more balanced transportation systems that support walking, biking, and public transit, as well as driving;
- reduced vehicle miles traveled, resulting in lower greenhouse gas emissions, lower commuting costs, and decreased road congestion;
- efficient use of services and infrastructures, resulting in cost savings for the public;
- increased redevelopment of brownfields, as well as other underutilized infill locations;
- improved water quality through efforts that reduce stormwater runoff into existing waterways;
- reduced cost and energy intensity of stormwater management systems through increased use of green stormwater practices;
- more healthy and safe pedestrian walkways and streetscapes through use of street trees, swales, and other green infrastructure components; and
- reduced energy and water consumption and lower household energy/utility costs through use of green building construction techniques and materials.

Finally, this work also helps support the Partnership for Sustainable Communities, a partnership among EPA, U. S. Department of Housing and Urban Development (HUD), and U. S. Department of Transportation (DOT). The Partnership seeks to align federal resources to support implementation of more sustainable, smart growth approaches to development challenges. Six livability principles have been developed to describe the types of communities which the Partnership seeks to support.<sup>1</sup> EPA will work with our federal partners in HUD and DOT to implement our ongoing programs, including this new round of Building Blocks technical assistance. In so doing, we expect to respond to the needs of many communities that are facing very similar issues around their implementation of smart growth approaches.

## **V. QUALITY ASSURANCE (QA) REQUIREMENTS**

Check [ ] Yes if the following is required or [x] NO if the following is not required. The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

## **VI. TASKS AND DELIVERABLES:**

The Task Order Contracting Officer Representative (TO COR) shall review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall

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<sup>1</sup> Read more about the Partnership and the six Livability Principles at <http://www.epa.gov/smartgrowth/partnership/index.html>

incorporate the TO COR's comments 14 days after receipt of comments. Final deliverable shall be in MS Word format.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

From time to time, as new information develops, the contractor shall organize Guidance Calls with various experts for the purposes of scoping issues, confirming topics of research and methodological approaches, and making sure tasks and the overall project are on track and focusing on relevant topics and issues. Technical direction, when appropriate, will be provided by the TO COR.

### **Task One –Project Management and Scheduling**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

For project management, the contractor shall organize and facilitate conference calls with the Contractor team members as necessary and EPA, but at a minimum to include:

- At least two 2-hour calls with the full team to discuss the objectives of the program and to discuss tool development and delivery;
- A weekly call with the TO COR to review project progress; and
- Two 2-hour calls with the full team near the end of the project to discuss project accomplishments and results.

The contractor shall prepare a tentative schedule for implementation of 30 community-based technical assistance site visits. The schedule shall include at a minimum the following steps:

- The aforementioned team calls and weekly coordination calls;
- One site visit per community, spanning one or one-and-a-half days depending on the site. No more than one site visit per tool to be scheduled per week. Any individual tool shall also be delivered with at least one week gap between each site visit to allow for modifications to the tool delivery process. Sites visits will not occur until EPA approves the tool materials;
- Bi-weekly calls with EPA, the contractor point of contact and/or the community to prepare for the site visit, beginning no less than three months prior, and weekly calls in preparation, beginning no less than six weeks prior;
- Draft materials/delivery approach for each of the site visits;
- Delivery of overall lessons learned memo; and
- Delivery of completed tools.

The Contractor shall devise a schedule for completing all assistance to 30 communities no later than six (6) months after award. The initial project schedule shall be developed within 14 days of executing the task order. The schedule will be updated throughout the project as site visits are scheduled and reports are submitted.

## **Task Two – Develop Category 1 Tools Workshop Materials**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall work with the TO COR and assist with the development of three new tools designed for delivery in a one and a half day site visit format. The contractor shall develop a tool for each of the following:

1. **Green Building Toolkit.** This tool shall be directly developed from the Sustainable Design and Green Building Toolkit for Local Governments.  
(<http://www.epa.gov/region4/recycle/green-building-toolkit.pdf>);
2. **Parking Audits.** This tool shall include strategies for communities to consider for understanding how to maximize its parking supply.  
(<http://www.epa.gov/dced/parking.htm>); and
3. **Creating a Green Streets Strategy.** This tool shall focus on EPA summary of Green Street national examples, focused on actions communities can implement to manage stormwater while developing streetscapes that serve all users.  
([http://www.epa.gov/owow\\_keep/podcasts/greenstreetsusa.html](http://www.epa.gov/owow_keep/podcasts/greenstreetsusa.html)).

Please see Appendix A for additional information regarding the development of these tools.

For each tool, the contractor shall develop the following elements:

- an agenda for the on-site workshop;
- an exercise/audit/or self-evaluation that a community can conduct prior to the site visit;
- an introductory or overview presentation;
- an interactive activity to review the exercise and/or a process for analyzing the information collected;
- a presentation connecting the activity to best practices and implementation; and
- a concluding presentation.

The TO COR shall provide the Contractor a sample template for developing the necessary components for the tool delivery. In some cases, not all of these elements will be necessary, but for planning and budgeting purposes, this shall be used as the base expectation. See Appendix B for a sample agenda.

Materials shall be appropriate to the format of the workshop proposed by the Contractor, which may include but is not limited to: an interactive charrette-style workshop, a series of meetings with targeted staff and/or leaders, a combination of the two, or some other approach (each document may be best-suited to a different approach). Materials shall be produced to address urban, suburban and rural communities. The TO COR will supply a template for PowerPoint presentations; however, all tool delivery materials shall include some aspect of local data or information analysis.



The contractor shall submit draft conceptual workshop materials to EPA no later than 42 days prior to the first scheduled workshop for each of the three tools. Draft materials in fully-developed form shall be provided to EPA no less than 21 days prior to the workshops. EPA will respond and provide comments within 7 days of receipt. Final draft materials shall be provided to EPA no less than 7 days prior to the first scheduled workshop.

**Task Three –Refine Category 2 and 3 Tools Workshop Materials**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

In this task, the contractor shall revise and finalize 3 tools. EPA will provide current versions of each of these tools.

**1. Economic and Fiscal Health tool.** The contractor shall, at a minimum:

- participate in a conference call (this could be one of the weekly status calls) to review the existing materials related to this tool and work with the TOPO to refine this tool;
- refine the overall components of the tool, including the core thesis/message of the tool;
- develop modules within the presentation that can be changed to reflect the community in which it is being presented; and
- create an exercise that allows a community to evaluate specific economic and fiscal health indicators that distinct land use scenarios would produce given their context.

While the current presentations have a primary set of arguments about the role of smart growth strategies related to a number of key economic and fiscal outcomes, the clarity of the core message and “what the tool is trying to achieve” must be further refined. In consultation with the TO COR, the Contractor shall determine the direction and extent of modifications that are required.

**2. Linking Land Use to Water Quality tool.** The contractor shall, at a minimum

- participate in a conference call (this could be one of the weekly status calls) to review the existing materials related to this tool and work with the TO COR to refine this tool;
- review the elements of the existing Water Quality Scorecard ([http://www.epa.gov/smartgrowth/pdf/2009\\_1208\\_wq\\_scorecard.pdf](http://www.epa.gov/smartgrowth/pdf/2009_1208_wq_scorecard.pdf)); and
- Refine an action-based tool and process that effectively encourages communities to evaluate what and how they will remove barriers to achieving better land use decisions.

The purpose of this tool is to educate communities on how land use decisions and practices can impact their stormwater management practices. EPA developed the Water Quality Scorecard as one tool to help local governments identify opportunities to remove barriers, and revise and create codes, ordinances, and incentives for better water quality protection. This document demonstrates these potential changes as the municipal, neighborhood and site scales for better water quality.

Current tool materials have been developed and need further refining and testing in communities to ensure community analysis of their land use approaches.

### **3. Rural and Small Town Zoning Codes tool:**

For this tool the contractor shall, at a minimum:

- participate in a conference call (this could be one of the weekly status calls) to review the existing materials related to of these tools and work with the TO COR to refine these tools;
- develop or adapt an audit or evaluative exercise that community representatives can undertake or review to serve as the base information for the site visit;
- revise the existing presentations and materials to incorporate this evaluative component; and
- revise the existing presentations to address best practices and implementation.

The contractor shall submit draft conceptual workshop to EPA no later than 42 days prior to the first scheduled workshop for each of the three tools identified above. Draft materials in fully-developed form shall be provided to EPA no less than 21 days prior to the workshops. EPA will respond and provide comments within 7 days of receipt. Final draft materials shall be provided to EPA no less than 7 days prior to first scheduled workshop.

### **Task Four – Implement Site Visit/Workshop for All Communities**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

The contractor shall identify qualified experts to work with each community around their chosen tool. As stated in task one, the primary delivery mechanism will be a site visit that stretches over a day and a half period. While most community site visits will take place over a day and a half time period (some may be feasible to complete in one day), the contractor shall include in the proposal budget a full two day commitment to account for travel and any scheduling issues. The site visits shall be structured around a quick community reconnaissance tour and subsequent workshop sessions with key stakeholders (see Appendix B for a sample site visit agenda from round 1). The brief reconnaissance tour shall be primarily aimed at identifying local examples relevant to the tool and taking pictures that can be integrated into the workshop presentations.

The tools shall be set up to require only a minimal amount of prep time to customize their application in each community. The contractor shall plan to spend no more than 10 to 15 hours of prep time for each community.

The thirty (30) communities designated for this program will be drawn from a previous call for communities (Economic and Fiscal Health, Sustainable Land Use Code, Rural and Small Town Zoning Code, and Parking Audit) and from a new solicitation (Linking Land Use to Water Quality, Sustainable Design and Green Building Toolkit, and Creating a Green Streets Strategy). All

communities will be determined prior to the commencement of this task order. The TOPO will coordinate with the Contractor to schedule site visits.

The Contractor shall at a minimum, participate in at least two conference calls with each community to ensure that EPA and the Contractor have the appropriate information for implementing the technical assistance, logistics, and gathering some baseline data.

The materials shall be designed to produce insights for the community about the best path forward by using case studies, illustrative examples, checklists, scorecards or other worksheet-based exercises, or simple data analysis. This may be best achieved by focusing on a particular site, proposed development, regulation, or building. In any case, the workshop shall clearly illustrate the core concepts of the tool, applied to a local context, and provide a clear roadmap for how to move the concept forward in the community. The Contractor shall facilitate the day-long workshop, including making presentations and/or leading group work where appropriate when available. EPA will supply initial materials for tool delivery.

The Contractor shall implement the site visit in a format corresponding to the materials developed in Task Two. The Contractor shall also offer the recipient community guidance on an appropriate list of invited participants: whether the on-site visit is oriented primarily to local government staff, elected officials, citizenry, or some combination thereof, and how.

For budgeting purposes, approximately half of the site visits shall require two people from the Contractor's staff to attend; the other half shall be staffed by one person to deliver the assistance. The two options for staff (two people or one person) shall encourage different ways for how the tools can be delivered to the community. EPA, HUD and/or DOT staff from headquarters or regional offices will attend a handful of assistance visits to understand how the process works. The Contractor shall participate in monthly and weekly calls with TO COR or the selected community prior to the workshop (see schedule proposed under Task One), and shall develop relevant community background materials to ensure that the workshop is applicable to local conditions.

Within 7 days of the workshop delivery, the Contractor shall provide EPA with a final set of workshop materials to be used during the site visit, as well as a draft version of the summary of the workshop lessons learned (as facilitated and informed by the Contractor) not to exceed five pages. EPA will respond with comments within 7 days, after which time a final set of summary concepts shall be delivered to EPA within 7 days.

The Contractor shall, upon completion of each community-based workshop, develop a brief "next steps" memo to EPA (no more than six pages in length) that details possible next steps that the community could take to implement ideas discussed during the site visit, including but not limited to policy or code changes the community might consider making. EPA will provide a template for the memo. The Contractor shall provide the memo to EPA within 7 days after the conclusion of the workshop. EPA will respond with comments within 7 days, after which time a final draft shall be delivered to EPA within one week.



Finally, the Contractor shall prepare a brief (2-3 page) memo to EPA suggesting any process or tool improvements. Suggestions to EPA may include how preparation may change, how tool delivery materials may be modified, or whether new modules for the tool may be developed. This memo is due to EPA within 7 days following the conclusion of the site visit.

In summary, site visits shall include, at a minimum the following steps:

- Prepare for site visit
- Finalize site visit materials
- Deliver materials at the site visit
- Prepare brief ( no more than 6 page) next steps memo for the community
- Prepare brief (2-3 page) lessons learned memo on delivery process and tool improvements for EPA.

#### **Task Five – Finalize Technical Assistance Tools for Internet Posting**

(Contract Reference: II.B. TECHNICAL ASSISTANCE Page 1-17 of 27)

Following completed tool delivery to the group of selected communities per tool, EPA will designate tools to be placed on the web for broader distribution and implementation by other organizations, consulting firms, or public agencies. Ideally, each of the seven tools mentioned in this Task Order shall be designated for web placement, but it is possible that not all will be ready for this designation at the end of this work. EPA will also provide two graduated tools from a previous round to the Contractor for final "polishing". Prior to web posting, the Contractor shall provide to EPA, at a minimum:

- Annotated agenda for each tool;
- Requirements, if any, for a person to deliver the tool;
- Final versions of any powerpoints and other tool materials, such as community "homework" sheets;
- Speaker notes to facilitate delivery of a base presentation by someone with a basic familiarity with sustainable communities and smart growth concepts; and
- Podcasts, if possible.

These materials shall be submitted to EPA within 21 days after EPA delivers the final set of tool materials to the Contractor. Final versions shall be delivered within 7 days of comments from EPA.

## VII. SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA TO COR:

<u>TASK</u>	<u>DELIVERABLE</u>	<u>FORM AND QUANTITY</u>	<u>DATE DUE</u>
1	Schedule for Implementation	Excel Spreadsheet, updated regularly	Within 14 days of executing task order
2	Develop Category 1 Tool Materials	Varies: PowerPoints, exercises, written instructions	Concept within 42 days prior to first site visit per tool, draft materials within 21 days prior to first site visit per tool, final 1 week prior to first site visit per tool.
3	Develop Category 2 and 3 Tool Materials	Varies: PowerPoints, exercises, written instructions	Concept within 42 days prior to first site visit per tool, draft materials within 21 days prior to first site visit per tool, final 7 days prior to first site visit per tool.
4	Implement Site Visit/Workshops	Site visit; next steps and lessons learned memos; overall lesson learned	Draft within 7 days of each site visit, final within 7 days receiving EPA's comments; overall lessons learned within 14 days of last site visit, final version with 7 days of EPA comments
5	Finalize Technical Assistance Tools for Internet Posting	Polished exercises, notes for presentation materials, and podcasts	Draft materials within 21 days of final site visit per tool, final versions within 7 days of EPA comments.

## **VIII. MISCELLANEOUS**

Software Application files, delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, Office 2007, single-spacing, 12 point font.

Documents shall adhere to the EPA/Office of Sustainable Communities Style Guide, located in attachments

Preferred presentation format:

Power Point, Office 2007

Preferred portable format:

Adobe Acrobat



## **APPENDIX A: Source Information for Category 1 Tools**

### **Green Building Toolkit**

To convert this Toolkit into a workshop format the contractor shall 1) develop a broader introductory presentation that provides an overview of - key green building strategies, policies and techniques; their benefits from an economic, public health and environmental standpoint; 2) develop two exercises based on the Toolkit and the community's assessment results generated pre-workshop. These exercises need to focus on evaluating community inputs on green building and development and resulting in outputs that can be used to formulate public policies and implementation strategies focused on sustainable sites, materials and resource conservation, energy conservation, water efficiency and indoor air environmental quality. Before the workshop, the community will complete the excel spreadsheet version of the Assessment Tool. From the results of the assessment, they will identify at least two sections that they would like incorporated into the workshop exercises. The contractor shall take the results of the assessment, review the relevant resources, and develop the exercises accordingly. A first exercise might be based on the Assessment Tool. The second exercise can be based on the "Creating an Action Plan" section of the Toolkit. The exercises shall incorporate the charts and graphs developed in the Excel program, and include consideration of the community's mission/vision statements and/or policies that support institutionalizing sustainable design, zero waste, and other related practices.

### **Parking Audits**

Overview presentation – For model policies and key issues see: Parking Spaces Community Places (<http://www.epa.gov/dced/parking.htm>); ULI Shared Parking, Second Edition; Victoria Transportation Institute On-line TDM Encyclopedia ([www.vtpi.org](http://www.vtpi.org)); The High Cost of Free Parking, Donald Shoup (<http://www.uctc.net/papers/351.pdf>) ; Transit Cooperative Research Program Report 128 Effects of TOD on Housing, Parking ([http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp\\_rpt\\_128.pdf](http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_128.pdf)).

Potential exercises – evaluation of parking requirements in current zoning codes, identification of opportunities for right sizing or place based parking policies.

### **Creating a Green Streets Strategy**

Overview presentation – EPA Office of Water, Green Streets Initiatives Around the US ([http://www.epa.gov/owow\\_keep/podcasts/greenstreetsusa.html](http://www.epa.gov/owow_keep/podcasts/greenstreetsusa.html)); UC Davis Sustainable Transportation Center, Sustainable Streets: Emerging Priorities, Emerging Practices (<http://stc.ucdavis.edu/outreach/ssp.php>); Low Impact Development Center (<http://www.lowimpactdevelopment.org/greenstreets/>) The workshop materials shall draw closely from the subject materials, reflecting the same language and/or design where appropriate, so that they are seen as complementary to the original effort. EPA will share any materials it has developed for implementing these documents. During the process, the Contractor shall determine what base materials communities need to have ready per tool.

## **APPENDIX B: Sustainable Development Code Audit – Revised Agenda**

### **Day 1**

Fly in late afternoon. Meet with local staff

OPTIONAL—TO BE DISCUSSED: Evening open house: 15 min presentation on “what is a sustainable development code.” What does sustainable development mean in your community?

Brief opening powerpoint presentation about sustainable development codes

Discussion: Ask residents what is your vision for sustainable development in your community.

### **Day 2**

9:00 to 9:15AM: Introductions

9:15 to 10:15AM: Framing the issues--brief 15-20 min presentation on “what is a sustainable development code.”

Discussion with the community (45 minutes):

- What are key sustainability topics in our community?
- What are some of our community's sustainability goals in areas like renewable energy, greenhouse gas reduction, recycling, urban agriculture?
- What have we accomplished to date?
- What shape are our plans, codes, and ordinances in to address and promote sustainable development?

10:15 to 11:15AM: Establishing a defensible legal and policy foundation for sustainable code revisions through sustainable community planning policies and goals.

11:15 to 12:00PM: Further discussion to narrow the list of sustainable code topics to 2-3 for detailed discussion in the afternoon. Possible discussion of addressing costs and benefits of new sustainability code amendments.

12:00 to 1:30PM: Lunch with mayor and community leaders not in morning sessions. What are your priorities for sustainable community development? What's your reaction the list of shortcomings with current development codes from a sustainability perspective? What topics should the code revision discussion in the afternoon focus on? “Selling” sustainability—discussion of costs and benefits of new sustainable code amendments.

1:45 to 2:30pm: How to conduct a thorough sustainable development code audit—a step-by-step guide for local planners and local government officials on assessing their local development codes to identify barriers to sustainability in those codes, potential amendments to create incentives to adopt sustainable development practices, and gaps in current regulations that need to be filled to achieve local sustainability objectives.

2:30-4:30: Hands-on implementation workshop with local officials. Identify and discuss 8-10 specific changes in local development codes to promote sustainable development. Think B~I~G—barriers, incentives, gaps.

4:30 to 5:00PM: Wrap up and next steps .

5:00PM: Adjourn—leave for airport.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OA-12-00092	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPD		7. ADMINISTERED BY (If other than Item 6) CODE HPD	
HPD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  SYSTEMS RESEARCH AND APPLICATIONS CORPORATION Attn: NA 4300 FAIR LAKES COURT Fairfax VA 22033		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007	
				10B. DATED (SEE ITEM 13) 12/13/2011	
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$16,448.16

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

TOPO: Kevin Nelson

The purpose of this modification to Task Order #0007 under Contract EP-W-11-010 is to obligate funding in the amount of \$(b)(4) as specified below.

**LIST OF CHANGES:**

Reason for Modification: Funding Only Action

Obligated Amount for this Modification: \$(b)(4)

New Total Obligated Amount for this Award: \$545,333.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-11-010/0007/001PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from \$528,884.84 to \$545,333.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$(b)(4) Incremental Funded Amount changed from \$528,884.84 to \$545,333.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-11W-301M43-2505-1211W21032-001 Beginning Fiscal Year 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 11W Amount: \$(b)(4)</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 12/13/2011 to 06/01/2012 CEILINGS: Estimated Cost: \$(b)(4) Fixed Fee: \$(b)(4)</p> <p>Funded Cost: \$(b)(4) + \$(b)(4) (This Action) = \$(b)(4) Funded Fixed Fee: \$(b)(4)</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 04/16/2012		4. REQUISITION/PURCHASE REQ. NO. PR-OA-12-00133	
5. PROJECT NO. (If applicable)		7. ADMINISTERED BY (If other than Item 6) HP0D		CODE HP0D	
6. ISSUED BY HP0D US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION Attn: NA 4300 FAIR LAKES COURT Fairfax VA 22033		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007 10B. DATED (SEE ITEM 13) 12/13/2011	
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)  
Sustainable Communities Building Blocks Technical Assistance  
TOPO: Kevin Nelson

The purpose of this modification to Task Order #0007 under Contract EP-W-11-010 is to deobligate \$15,600.00 in Superfund appropriations and obligate a new line of accounting as set forth below. This action in no way changes the overall value of this order. All other terms and conditions remain unchanged and in full force and effect.

**LIST OF CHANGES:**

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jami Rodgers	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-010/0007/002	PAGE 2 OF 2
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NAME OF OFFEROR OR CONTRACTOR  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification: Funding Only Action</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>CHANGES FOR ACCOUNTING CODE: 12-T-D1-303DD2-2505-HQ00BM00-12D1D2E008-001 Account code changed from 12-T-D1-303DD2-2505-12D1D2E008-001 to 12-T-D1-303DD2-2505-HQ00BM00-12D1D2E008-001 Amount changed from \$15,600.00 to \$0.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-11W-301MA4-2505-1211W21067-001 Beginning Fiscal Year 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 11W Amount: \$15,600.00</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 12/13/2011 to 06/01/2012</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE 07/18/2012		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  SYSTEMS RESEARCH AND APPLICATIONS CORPORATION Attn: NA 4300 FAIR LAKES COURT Fairfax VA 22033		(x) 9A. AMENDMENT OF SOLICITATION NO.			
		9B. DATED (SEE ITEM 11)			
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007			
		10B. DATED (SEE ITEM 13) 12/13/2011			
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual agreement of parties

**E. IMPORTANT:** Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

Sustainable Communities Building Blocks Technical Assistance

TOPO: Kevin Nelson

This modification extends the Task Order Period of Performance at no additional cost to the Government.

**LIST OF CHANGES:**

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 01-JUN-12 to 15-OCT-12

Contracting Officer changed

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jody Gosnell	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-11-010/0007/003PAGE OF  
2 2NAME OF OFFEROR OR CONTRACTOR  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	from Jami Rodgers  to Jody Gosnell  Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 12/13/2011 to 10/15/2012				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 7	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 10/09/2012		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) HPOD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  SYSTEMS RESEARCH AND APPLICATIONS CORPORATION Attn: NA 4300 FAIR LAKES COURT Fairfax VA 22033		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007	
				10B. DATED (SEE ITEM 13) 12/13/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$19,513.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.243-2 Changes--Cost-Reimbursement.

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)  
Sustainable Communities Building Blocks Technical Assistance  
TOPO: Kevin Nelson

This modification adds additional work in accordance with the TO Statement of Work, adds funds in the amount of \$19,513, and extends the TO Period of Performance to 10/31/2012.

**LIST OF CHANGES:**

Reason for Modification : Supplemental Agreement for work within scope  
Period Of Performance End Date changed from 15-OCT-12 to 31-OCT-12

Total Amount for this Modification: \$19,513.00

New Total Amount for this Version: \$564,846.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

**CONTINUATION SHEET**

 REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 EP-W-11-010/0007/004

PAGE 2 OF 7

 NAME OF OFFEROR OR CONTRACTOR  
 SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>                             New Total Amount for this Award: \$564,846.00                              Obligated Amount for this Modification: \$19,513.00                              New Total Obligated Amount for this Award:                              \$564,846.00                              Incremental Funded Amount changed: from                              \$545,333.00 to \$564,846.00                              CHANGES FOR LINE ITEM NUMBER: 1                              Description changed from Sustainable Communities                              Building Blocks Technical Assistance in                              accordance with the attached Statement of Work                         </p> <p>                             Estimated Cost: \$(b)(4)                              Fixed Fee: \$(b)(4)                                Funded Cost: \$(b)(4)*                              Funded Fee: \$                         </p> <p>                             *Additional funds in the amount of \$(b)(4)                              will be added at a later date to fully fund the                              cost on this order.                         </p> <p>                               to Sustainable Communities Building Blocks                              Technical Assistance in accordance with the                              Statement of Work included in the 2/21/12 Task                              Order award and with the additional work added                              via modification 004, as attached.                         </p> <p>                             The work under modification 004 increases the TO                              value as follows:                         </p> <p>                             Additional Cost: \$(b)(4)                              Additional Fixed Fee: \$(b)(4)                              Total Additional CPFF: \$19,513.00                         </p> <p>                             The additional CPFF changes the overall TO value                              as follows:                         </p> <p>                             Total Estimated Cost: \$(b)(4)                              Total Fixed Fee: \$(b)(4)                              Total CPFF: \$564,846.00                         </p> <p>                             Funded Cost: \$(b)(4)                              Funded Fee: \$                         </p> <p>                               Total Amount changed                              from \$545,333.00 to \$564,846.00                              Obligated Amount for this modification: \$19,513.00                              Continued ...                         </p>				

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-010/0007/004	PAGE 3 OF 7
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NAME OF OFFEROR OR CONTRACTOR  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Incremental Funded Amount changed from \$545,333.00 to \$564,846.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-E8-301E57-2505-12E82CT046-001 Beginning FiscalYear 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization E8 Quantity: 0 Amount: \$10,000.00 Percent: 1.83374 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-11W-301MA4-2505-1211W21101-001 Beginning FiscalYear 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 11W Quantity: 0 Amount: \$8,250.00 Percent: 1.51284 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 12-13-B-11W-301MA4-2505-1211W21084-002 Beginning FiscalYear 12 Ending Fiscal Year 13 Fund (Appropriation) B Budget Organization 11W Quantity: 0 Amount: \$1,263.00 Continued ...</p>				



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Percent: .2316 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Delivery: 06/01/2012 Delivery Location Code: HPOD HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 12/13/2011 to 10/31/2012</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		5. PROJECT NO. (If applicable)		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007 10B. DATED (SEE ITEM 13) 12/13/2011	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$10,027.31  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Deobligation of excess funds under the authority of FAR 4.804-5(a) (15)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)  
Sustainable Communities Building Blocks Technical Assistance  
TOPO: Kevin Nelson

The purpose of this modification is to deobligate excess funds in the amount of \$10,027.31 from cost, as seen in the revised cost-fee breakdown below:

Funded Cost: (b)(4)  
Funded Fee: \$  
Funded CPFF: \$554,818.69  
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-11-010/0007/005

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NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Obligated Amount for this Modification: -\$10,027.31</p> <p>New Total Obligated Amount for this Award: \$554,818.69</p> <p>Incremental Funded Amount changed: from \$564,846.00 to \$554,818.69</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: -\$10,027.31</p> <p>Incremental Funded Amount changed from \$564,846.00 to \$554,818.69</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11W-301M43-2505---1211W21032-001</p> <p>Amount changed from \$16,448.16 to \$6,420.85</p> <p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>Period of Performance: 12/13/2011 to 10/31/2012</p>				



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-HPOD-14-00010		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232				(x) 9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0007			
				10B. DATED (SEE ITEM 13) 12/13/2011			
CODE (b)(4)		FACILITY CODE					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$815.98

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Additional funding due to indirect rate adjustment under the authority of FAR 4.804-5(a)(10)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: (b)(4)

Sustainable Communities Building Blocks Technical Assistance

TOPO: Kevin Nelson

The purpose of this modification is to increase DCN 1211W21084 in the amount of \$(b)(4) in costs to account for trailing costs associated with indirect rate adjustments. The revised cost-fee breakdown is as follows:

Funded Cost: (b)(4)  
Funded Fee: \$  
Funded CPFF: \$555,634.67

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED



## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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2 2NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>The overall cost and fee ceilings remain unchanged, as follows:</p> <p>Cost Ceiling: (b)(4) Fee Ceiling: \$(b)(4) CPFF Ceiling: \$564,846.00</p> <p>LIST OF CHANGES: Reason for Modification : Funding Only Action Obligated Amount for this Modification: \$(b)(4) New Total Obligated Amount for this Award: \$555,634.67 Incremental Funded Amount changed: from \$554,818.69 to \$555,634.67</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$(b)(4) Incremental Funded Amount changed from \$554,818.69 to \$555,634.67</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-B-11W-301MA4-2505---1211W21084-002 Amount changed from \$1,263.00 to \$2,078.98 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 Period of Performance: 12/13/2011 to 10/31/2012</p>				